

**Application for Permit to use a Solid Fuel Burning Appliance**

(wood, coal, pellet stoves, etc.)

**Date of Application:** \_\_\_\_\_ **Fee:** \$35.00 (*make payable to Town of Monterey*)

**Name of Applicant:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Physical Address in Monterey:** \_\_\_\_\_

**Residential** ☐ **Business** ☐ **Use of Building:** \_\_\_\_\_

**Name of Installer:** \_\_\_\_\_ **License Number:** \_\_\_\_\_

**HIC Reg #:** \_\_\_\_\_ **Installer Phone #:** \_\_\_\_\_

**Procedure for all applicants:**

In order to ensure that all solid fuel burning appliances receive the required inspection, the installation of the appliance must first be completed. Second, this application form must be completed and submitted to the Building Department along with the fee with all information filled in. Third, call for an appointment for the on site inspection. The permit will only be issued if the installation complies with the requirements of the Massachusetts State Building Code. A Building Permit is required for the installation of any solid fuel burning appliance. The building permit and installation inspection are limited to the stove insulation and not to the stove construction.

**Stove**

**Type:** (circle one) Radiant or Circulating **Manufacturer:** \_\_\_\_\_

**Test Label:** \_\_\_\_\_ **Name/Model #:** \_\_\_\_\_

**Collar Size:** \_\_\_\_\_

**Chimney**

**Circle one:** New or Existing **Size (flue area):** \_\_\_\_\_

**Other appliances attached to flue** (number and flue size): \_\_\_\_\_

**Metal** (manufacturer name and type): \_\_\_\_\_

**Masonry:** Lined: ☐ Unlined: ☐ Flue Liner: ☐ \_\_\_\_\_  
(type and manufacturer)

**Height:** \_\_\_\_\_ **Cap:** \_\_\_\_\_

**Hearth** (minimum 1 hour fire resistance)

**Materials:** \_\_\_\_\_ **Minimum dimensions:** \_\_\_\_\_

**Clearances and Wall Protection** (see stove installation clearances chart)

**Type of wall protection provided:** \_\_\_\_\_

**Clearances:** Front \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_ Back \_\_\_\_\_

**Town of Monterey Building Department  
Box 308 Monterey, MA 01245 P: 413.528.1443 x118**